



DEPARTMENTAL OPEN  
EXAMINATION - STATEWIDE

AP50/0303 (8FABR)

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

POSITIONS	Positions exist in various counties throughout the State. Positions are permanent, fulltime and permanent, indeterminate time base. The majority of the positions are permanent indeterminate (part-time) and the hours can vary from 40 – 145 hours per month depending on the county.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. This is a departmental open exam for various counties throughout the State. Applications will not be accepted on a promotional basis. Career credits do not apply.
CONTINUOUS FILING INFORMATION	The testing office will accept applications continuously and will notify and test applicants as needs warrant. Testing is considered continuous as closing dates (final filing dates) can be set at any time and eligible lists are merged. Applications personally delivered after the closing date will be held over for the next examination. A candidate may be tested only once during a testing period. The testing period for this examination is 12 months. The beginning of the testing period is based upon when an individual is placed on the eligible list. A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination. You must submit a state application (Form STD 678) to each testing period.
HOW TO APPLY	Applications are available at through the internet <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> and at the testing office listed below <b>SUBMIT APPLICATIONS (FORM 678) TO THE FOLLOWING ADDRESS:</b>  California Department of Food and Agriculture Human Resources Branch Attention: Cindy Torres 1220 N Street, Room 242 Sacramento, CA 95814
TESTING METHOD	<b>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b> The testing method used may be one or a combination of the following: ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear at a test, call the California Department of Food and Agriculture Exam Unit at (916) 654-0423.
REQUIRED IDENTIFICATION	<i>NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</i>
SALARY RANGE	<b>\$16.53 hourly</b> <i>NOTE: The hourly rate is based on a monthly salary rate of \$2866. The salaries used in this bulletin are the latest available from the State Controller’s Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments</i>
ELIGIBLE LIST INFORMATION	A Departmental “Open” list will be established for the California Department of Food and Agriculture. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires <b>12</b> months after it is established.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<i>NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS AS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.</i>  <i>NOTE: ALL APPLICATIONS/RESUMES MUST INCLUDE: ‘TO’ AND ‘FROM’ DATES (MONTH/DAY/YEAR); TIME BASE; AND JOB TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION MAY BE REJECTED.</i>
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to the examination as meeting 100 percent of the overall experience requirement.  <b>Either I</b> <b>EXPERIENCE:</b> Six months of experience performing the duties of an Agricultural Services Technician II, Range B, in the California state service. <b>And</b> <b>EDUCATION:</b> Equivalent to completion of nine semester units of college level course work in job-related sciences. (Applicants who are enrolled for the minimum appropriate college courses required may be admitted to the examination, but they must show proof of completion before they will be considered eligible for appointment.)  <b>Or II</b> <ol style="list-style-type: none"><li>Two years of experience in the production of and working with commercial beef cattle on the range, at commercial feedlots, livestock markets, cattle slaughter plants, stock pens, or other closely related areas. (Completion of a two year course in an agricultural college with specialization in animal husbandry or related subjects may be substituted for one year of the required experience.) <b>or</b></li><li>Six months of seasonal experience in the State's Livestock Identification Program assisting in hide and brand inspection in a class equivalent in level of responsibility to that of an Agricultural Inspector I (Intermittent).</li></ol> <b>Or III</b> <p>Equivalent to graduation from college with specialization in animal husbandry or in related livestock subjects.</p> <b>NOTE: SUBMISSION OF TRANSCRIPTS/DEGREE REQUIRED IN ORDER TO VERIFY GRADUATION FROM COLLEGE WITH SPECIALIZATION IN ANIMAL HUSBANDRY OR IN RELATED LIVESTOCK SUBJECTS.</b>

BRAND INSPECTOR  
SPECIAL PERSONAL  
CHARACTERISTICS  
ADDITIONAL DESIRABLE  
QUALIFICATIONS  
POSITION DESCRIPTION

EXAMINATION INFORMATION

SCOPE OF EXAM

AND

SCOPE OF ON-THE-JOB  
KNOWLEDGE AND ABILITIES

VETERANS PREFERENCE

QUESTIONS?

CONTINOUS FILING

Willingness to travel and to work long and irregular hours. Possession of a valid driver license.

Education equivalent to completion of the twelfth grade.

This is the entry, training, and first working level. Incumbents work under supervision to become familiar with brand inspection and enforcement work by performing a variety of the more routine tasks. As incumbents become more proficient, they work under general supervision, independently performing brand inspection duties of average difficulty.

This examination will consist of a Supplemental Application weighted 100%. All candidates will be required to complete a Supplemental Application which will be mailed to each applicant upon review of his/her Standard 678 Application form.

Competitors who do not return the Supplemental Application will be disqualified.  
In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

SUPPLEMENTAL APPLICATION – WEIGHTED 100%  
The California Department of Food and Agriculture and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitors:

- A. Knowledge:
- 1. Methods of branding and marketing cattle;
  - 2. Principles and practices of animal husbandry and the operation of livestock ranches;
  - 3. Methods of operation used by cattle thieves;
  - 4. Provisions of laws and regulations designed to prevent cattle theft.
- B. Ability to:
- 1. Communicate effectively at a level required for successful job performance;
  - 2. Apply provisions of laws and regulations designed to prevent cattle theft to specific situations;
  - 3. Detect altered brands;
  - 4. Make investigations;
  - 5. Analyze situations accurately and take effective action;
  - 6. Develop and maintain cooperative relations with people contacted in the course of work;
  - 7. Understand and follow directions;
  - 8. Make arithmetical calculations;
  - 9. Write legibly, spell correctly, use good English, and prepare clear and accurate reports.

Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which was effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference points.

If you have any questions regarding this announcement, please contact the California Department of Food and Agriculture, Examination Unit, 1220 N Street, Suite 242, Sacramento, CA 95814, (916) 654-0423.

GENERAL INFORMATION

**Americans with Disabilities Act, Title II:** The California Department of Food and Agriculture (CDFA) is committed to a strong policy of equal employment opportunity. To this end, CDFA does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDFA on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required. All job offers are subject to an approval process.

**If you meet the requirements** stated you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Applications** are available at [www.spb.ca.gov](http://www.spb.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**It is the candidate's responsibility** to contact the California Department of Food and Agriculture Examinations Unit three (3) days prior to the written test date if s/he has not received his/her notice.

**If a candidate’s notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 654-0423 three (3) weeks after the final filing date if s/he has not received a progress notice.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. Directions for applying for veterans preference credits are on the Veterans Preference Application form (SPB-1093) which is available from State Personnel Board office or written test proctors.

**High School Equivalence:** Equivalence to completion of the twelfth (12th) grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.